

ROUTING AND TRANSMITTAL SLIP		Date
		08 SEP 87
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. DIRECTOR OF SECURITY		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance <input type="checkbox"/>	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

#1 - FOR ACTION: PLEASE PREPARE DRAFT

POLICY DESCRIBED IN PARA #2 AND

FORWARD IT TO THE EXA/DDA by COB

01 OCTOBER 1987.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)		Room No.—Bldg.
<div style="border: 1px solid black; width: 100px; height: 30px; display: inline-block;"></div> EXA/DDA		Phone No.

5041-102

☆ U.S. GPO: 1986-581-247/40012

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Security and Magnetic Media

FROM:

Executive Director

EXTENSION

NO.

ER 4110 87

DATE

18 August 1987

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for
Administration
7D18 Hqs Bldg.

2.

3.

4.

EX Asst DA 02 SEP 1987 9/8 JR

5.

6.

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11.

12.

13.

14.

15.

OS REGISTRY

10 SEP 1987

Jim -
Task OS to draft.
Give deadline 1 Oct
for draft to you.
Don't send out
copies.

18 August 1987

MEMORANDUM FOR: Deputy Director for Administration
FROM: Executive Director
SUBJECT: Security and Magnetic Media

1. Personal computers offer enormous opportunities for the Agency. However, they will unacceptably endanger the security of our information if we don't put in place a more thorough program of safeguards. We have established a comprehensive set of processes to control our classified documents. The large volume of information that can be stored locally on magnetic media argues that such media should be protected at least as rigorously as documents.

2. I believe that we should ask the Offices of Security and Information Technology to work together in drafting a new regulation dealing with management of removable magnetic media. The Information Management Staff, the Office of Information Resources, and the Directorate of Science and Technology should also be involved. Such a policy should, at a minimum:

- be uniform across the Agency;
- require that our most sensitive information receive the most rigorous attention and control;
- implement controls to assure that we are able to account for removable magnetic media;
- set forth the role of the registries;
- provide for auditing the use of removable magnetic media to assure compliance; and
- specify the circumstances under which additional measures such as local encryption or "diskless" workstations, would be required.

Widespread use of removable magnetic media may already have outpaced our information management policy. I believe that we should endeavor to publish a regulation, and put in place the related mechanisms, by 1 November 1987.

All Portions CONFIDENTIAL

CONFIDENTIAL